

## **M E M O R A N D U M**

TO: All Superintendents and Charter School Sponsors

FROM: Patty S. Bond, Director  
Division of School Finance

SUBJECT: 2005-2006 Textbook Reimbursement Data Submission

DATE: June 27, 2005

This communication is provided to inform school officials of the change to the process for submitting textbook reimbursement information for the 2005-2006 school year. The change will provide you with an electronic means to submit your reimbursement claim form and required student documentation.

In prior years we have provided a diskette containing the student data, a printout of the data, instructions for modifying the student data, and a copy of the blank summary claim form. The prior year student data had been advanced a year for use to provide a starting point for supporting documentation for the new school year. Aging of the individual student data will continue for the 2005-2006 school year.

### **Retrieving and Reporting Individual Student Information**

Access the aged student data via the secure STN Application Center. Click the Administration menu and select Retrieve Student Data. Select Textbook Reimbursement Data from the file type pulldown menu. Select the file format and click the download button. Save the data to your computer. The data must be modified to add new students, eliminate students no longer eligible for textbook reimbursement, and modified for students who were not promoted at the end of the 2004-2005 school year. Upon completion of all the student information, submit the student information file through the Application Center under the Data Transfer menu. Select the File Transfer option. Browse your computer for the location of the student data file. Select File Type and File Format. Click on the Transfer Data button. Check the Application Center Scoreboard for a message that the data transfer was successful. If there are errors or inaccuracies, correct your data and resubmit the file.

**NOTES:** 1) If your corporation did not file a claim in 2004-2005, the data file will be blank except for the column headers. 2) STN COLUMN will be blank for all records. The STN number is a required data element for students claimed for the 2005-2006 school year.

### **Completing the Summary Claim Form for 2005-2006**

Access the summary claim form from the secure STN Application Center. Click Data Transfer. Select Textbook Reimbursement Input. This link will provide the Summary Claim Form. Enter the data on the Summary Claim Form. Click the Calculate and Review button. This action will submit the claim to

DOE. A message will appear noting you can review and make changes to the completed form. To review and make changes click Display Completed Form. Print, sign, and mail the completed form to the DOE at the address on the form.

The data layout for the submission of the individual student data will be posted on the STN Application Center in mid July. We will include a list of data elements in our mailing to school corporations and charter schools in August.

If you have questions about the submission of Textbook Reimbursement information, please contact us toll free at 866-234-1414 or 317-232-0840.

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